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WHAT THE EMPLOYEE EXPECTS OF HIS SUPERVISOR

1. Keep his subordinate busy without driving them.
2. Know the capabilities of each subordinate and judge him honestly.
3. Teach the subordinate how to do his job correctly, thoroughly, and without any omission.
4. Maintain discipline but give praise when it is deserved.
5. Insist upon safety; provide proper and full safety instructions.
6. Be willing to discuss individual grievances fairly.
7. Insist upon production standards.
8. Be a good workman as well as a good supervisor.
9. Be well liked and have the respect of other bosses.
10. Know his own job thoroughly.

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